



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

REVISED

REVISED

ACCOUNTING ADMINISTRATOR I (SPECIALIST)*

\$4,301 - \$5,228

**ACCOUNTING SERVICES BUREAU
SACRAMENTO**

RESPONSIBILITIES: Under the general direction of the Chief, Accounting Services Bureau, and utilizing a knowledge of the laws of the State of California, fiscal accounting rules and regulations, and governmental accounting principles, the appointee will be responsible to assist in policy formulation, design of procedures, and audit resolution.

This position will perform the following:

- Review, analyze, and evaluate internal controls and operating procedures in accordance with state accounting policies/procedures, and generally accepted accounting principles when applicable. Recommend and implement improvements when necessary.
- Act as staff liaison with audit teams both internal and external. Review audit reports and assess the merit of audit findings. Present audit findings and resolutions to management, prepare response to audit findings and recommendations, and ensure successful implementation of the agreed upon recommendations.
- Review changes to CALSTARS and other appropriate automated systems in the Bureau to ensure that proper internal controls are not compromised.
- Serve as a training coordinator for the Bureau.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with CALSTARS, State accounting principles, methods and procedures.
- Excellent oral, written and analytical skills.
- Proficient in PC applications (Word, Excel, Access, Monarch, etc).
- Ability to handle multiple tasks concurrently and efficiently.
- Excellent customer service skills.

WHO MAY APPLY: Applications will be accepted from current State employees at the Accounting Administrator I, Specialist level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Cynthia Louie, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Accounting Administrator I, Specialist, #192-4552-XXX" on the State application.** For additional information, please call (916) 492-3381.

FINAL FILING DATE: May 25, 2001 or until filled

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

***PENDING THE DEPARTMENT OF PERSONNEL ADMINISTRATION APPROVAL**

MAY BE APPROVED FOR 24 MONTHS LIMITED TERM.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD